

## Information required for Registration

- ◆ Facility name, address, phone number, and emergency contact phone number
- ◆ Parent company name, address, and phone number (if applicable)
- ◆ Name, address, and phone number of the owner, operator, or agent in charge
- ◆ All trade names the facility uses
- ◆ Applicable food product categories, as listed on the registration form
- ◆ Name, address, and phone number of a foreign facility's U.S. agent, and phone number of the facility's emergency contact if it is someone other than the U.S. agent.
- ◆ Certification that the information submitted is true and accurate and that the person submitting it is authorized to do so.

For more information, go to  
<http://www.fda.gov/oc/bioterrorism/bioact.html> .



A safe eating fact sheet brought to you by the  
KDHE Bureau of Consumer Health, 1000 SW  
Jackson, Suite 200, Topeka, Kansas 66612-1274  
[www.kdhe.state.ks.us](http://www.kdhe.state.ks.us) Handout #25

## HAVE YOU REGISTERED WITH THE FDA?

The Public Health Security and Bioterrorism Preparedness and Response Act of 2002 directs the FDA to take additional steps to protect the public from a terrorist attack on the US food supply.

### Inside:

- ◆ What is the cost of registration?
- ◆ Who must register?
- ◆ How to register your facility, including online, paper and CD-ROM registration.

**What is the cost?**

There is no fee for registration or updates to a registration.

**Who must register?**

- ◆ Domestic and foreign manufacturers or processors
- ◆ Domestic and foreign packers
- ◆ Domestic and foreign storage operations

**How to Register Your Facility**

Form 3537 must be used to register or update a registration. This form is available both online and in paper form. If you have multiple facilities, you may also register on CD-ROM.

**ONLINE REGISTRATION**

You can register at <http://www.access.fda.gov/>. This website offers online assistance and operates 24 hours per day, seven days per week. The Online Registration Help Desk is available on business days, from 7 am—11 pm US Eastern Standard Time.

**To contact the Online  
Registration Help Desk:**

Phone: 1-800-216-7331

Fax: 301-210-0247

**Email:** Go to <http://www.cfsan.fda.gov/~furls/helpf2.html> and complete the form.

**PAPER REGISTRATION**

You can fax or mail Form 3537.

To request the form:

*Mail:* US Food and Drug Administration  
HFS-681  
5600 Fishers Lane  
Rockville, MD 20857  
*Phone:* 1-800-216-7331

**CD-ROM REGISTRATION**

You can submit your registration on CD-ROM by mail if you have a large number of food facilities and if each registration uses the same preferred mailing address.

The CD-ROM must have ISO 9660 (CD-R or CD-RW) data format.

To register by CD-ROM:

1. Go to <http://www.cfsan.fda.gov/~furls/papercd.html> and download Form 3537.
2. Fill in a separate copy of the form electronically for each facility.
3. Use the same preferred mailing address for each facility.
4. Save the form for each facility under a different file name:
  - a. The file name can be up to 32 characters long.
  - b. Use the first part of the file name to identify the parent company.
5. Copy the files to a CD-ROM with ISO 9660 data format.
6. Enclose one signed copy of the certification statement that appears on the registration form (Box 13).

Mail the CD-ROM to the above mailing address.